



Transferring Vaccine between Vaccines for Children Enrolled Providers in the North Dakota Immunization Information System (NDIIS)

1. Log onto NDIIS by going to www.thor.org/login

THE HEALTHCARE ONLINE RESOURCE

User Code:
Password:

Please log In

Please direct your questions to THOR Support Services at:
1-800-544-THOR(8467)
Monday - Friday 8:00 a.m. to 4:30 p.m. CST
e-mail: thor.support@thor.org

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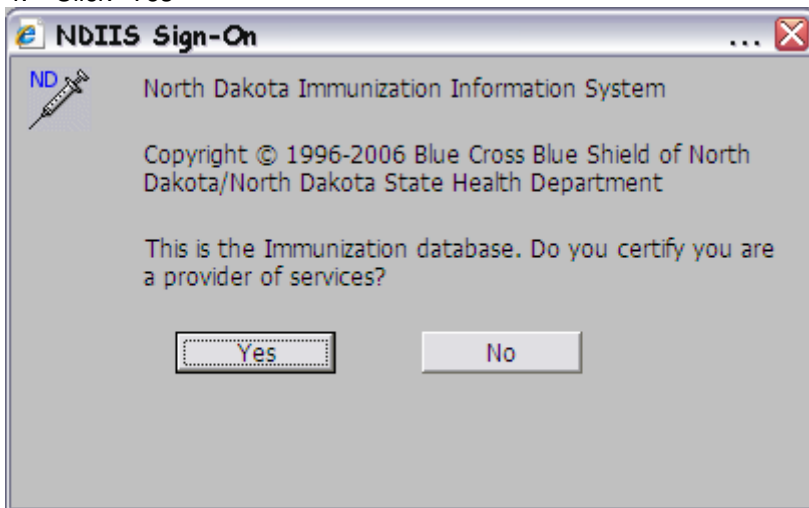
Notice
Information accessed through the computer system is confidential and for authorized users only. By

2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
 - To obtain a username and password visit www.thor.org and click on "Register online"

3. Click NDIIS icon to enter NDIIS.



4. Click "Yes"



- From the Client Search screen, click on Provider Search.

The screenshot shows the NDIIS Client/Provider Lookup interface. The 'Client Search' button is selected, and the 'Provider Search' button is circled in red. The 'Basic Search' section has fields for Birth, First, and Last names. The 'Expanded Search' section has fields for Patient Acct No., Social Security No., and a dropdown for 'For 1 - N.D. DEPT OF HEALTH'. A 'Search' button is located to the right of the expanded search fields. Below the search fields is a table with columns: Last Name, First Name, MI, Birth Date, Alias, Address, City, State. The table is currently empty. At the bottom, there are buttons for 'New', 'Inquire', and 'Clear', and a status bar showing 'Prov: 00001 User: ndsdh-53' and a dropdown for '1 - N.D. DEPT OF HEALTH'.

- This will bring up a list of providers.

The screenshot shows the NDIIS Client/Provider Lookup interface with the 'Provider Search' button selected. A list of providers is displayed in a table with columns: Number, Name, City, Provider Type, and Status. The list includes 13 providers, all with a status of 'Active'. At the bottom, there are buttons for 'New', 'View', and 'Inactive', and a status bar showing 'Prov: 00001 User: ndsdh-53' and a dropdown for '1 - N.D. DEPT OF HEALTH'.

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRIC	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLENDAL	PRIVATE M.D.	Active

7. Scroll down using scroll bar on side of list.

https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
4856	SE MED CENTER - OAKES	OAKES	OTHER PRIVATE	Active
4857	CROSBY CLINIC	CROSBY	OTHER PRIVATE	Active
4858	LINTON MEDICAL CENTER	LINTON	OTHER PRIVATE	Active
4859	GRAND FORKS FAM PRAC	GRAND FORKS	OTHER PRIVATE	Inactive
4860	W RVR HLTH SERV - MOTT	MOTT	OTHER PRIVATE	Active
4861	MERIT CARE CLC-GACKLE	GACKLE	OTHER PRIVATE	Inactive
4862	WISHEK CLINIC	WISHEK	OTHER PRIVATE	Active
4863	GARRISON FAM CLINIC	GARRISON	OTHER PRIVATE	Active
4864	MRT CARE CLC-WIMBLEDON	WIMBLEDON	OTHER PRIVATE	Inactive
4866	HAZEN CLINIC	HAZEN	OTHER PRIVATE	Active
4867	COAL COUNTRY COMM CLINI	CENTER	OTHER PRIVATE	Active
4868	MCMC CLINIC	STANLEY	OTHER PRIVATE	Active
4869	ALTRU CLINIC CAVALIER	CAVALIER	OTHER PRIVATE	Active

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.

https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...

File View Options Help

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Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRIC	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLENDAL	PRIVATE M.D.	Active

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

9. This brings up the Provider Information. Click on Lot Distribution.

The screenshot shows the NDIIS web interface. At the top, the browser address bar displays 'https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...'. The page title is 'North Dakota Immunization Information System'. Below the title, there is a 'Client/Provider Lookup' section with a dropdown menu showing 'N.D. DEPT OF HEALTH'. A row of icons is visible below this. The main navigation area has three buttons: 'Provider Information' (highlighted in blue), 'Comments', and 'Lot Distribution' (circled in red). Below these buttons, the 'Name' field is set to '1 - N.D. DEPT OF HEALTH' and the 'Number' field is '00001'. The 'Address Information' section includes fields for 'Mailing Address' (DIVISION OF DISEASE CONTROL), '600 EAST BOULEVARD AVE', 'City' (BISMARCK), 'St' (NORTH DAKOTA), and 'Zip' (58505). The 'Contact Information' section shows 'Business Phone' as '(701) 328-3386' and 'Vaccine Contact' as 'IMMUNIZATION PROGRAM' with 'Phone' as '(701) 328-3386'.

10. This screen will list all the vaccine in your inventory.

- Click on the box beside Include Expired Lots to view vaccine that you have had in your inventory but has expired.
- Click on the box beside Include No Doses on Hand to view vaccine that you previously had in your inventory.
- You may have to adjust the inventory to accurately reflect your physical inventory, i.e., if it shows zero doses on hand or if there is a negative number of doses on hand.

The screenshot shows the 'Lot Distribution' screen in the NDIIS. The browser address bar displays 'https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...'. The page title is 'North Dakota Immunization Information System'. Below the title, the 'Client/Provider Lookup' section shows 'N.D. DEPT OF HEALTH'. The main navigation area has three buttons: 'Provider Information', 'Comments', and 'Lot Distribution' (highlighted in blue). Below these buttons, the 'Name' field is set to '1 - N.D. DEPT OF HEALTH' and the 'Type' dropdown is set to 'Inquiry'. A table displays the vaccine inventory:

Lot Number	Vaccine	Expiration	On Hand
0007U	HEPB (Preservative Free)	06/07/2009	165
0601F	PPV23 (Pneumococcal)	09/24/2008	100
AC14B049AA	DTAP	06/14/2009	70
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10

Below the table, there are two checkboxes: 'Include Expired Lots' and 'Include No Doses on Hand', both of which are circled in red. Below these checkboxes, it says 'Lots Found: 4'. At the bottom, the 'Prov' is '00001' and the 'User' is 'ndsdh-102'.

11. Choose Transfer in the Type drop-down menu.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup N.D. DEPT OF HEALTH

Provider Information Comments Lot Distribution

Name: 1 - N.D. DEPT OF HEALTH Type: Inquiry

Lot Number	Vaccine	Expiration	
0601F	PPV23 (Pneumococcal)	09/24/2008	
AC14B049AA	DTAP	06/14/2009	70
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10

☐ Include Expired Lots
☐ Include No Doses on Hand
Lots Found: 3
Prov: 00001 User: ndsdh-102

12. Select the provider you are transferring vaccine to in the To: drop down box.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup N.D. DEPT OF HEALTH

Provider Information Comments Lot Distribution

Name: 1 - N.D. DEPT OF HEALTH Type: Transfer

To: SELECT ONE Trans. Date: 09/11/2007

Lot	On Hand	Doses to Transfer
008	100	
009	70	
009	10	

Transfer Cancel

13. Enter the number of doses you are transferring in the Doses to Transfer column.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **N.D. DEPT OF HEALTH**

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH Type: Transfer

To: 28 - UMDHU - STANLEY Trans. Date: 09/11/2007

Lot Number	Vaccine	Expiration	On Hand	Doses to Transfer
0601F	PPV23 (Pneumococcal)	09/24/2008	100	
AC14B049AA	DTAP	06/14/2009	70	
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10	10

☐ Include Expired Lots

☐ Include No Doses on Hand

Lots Found: 3

Prov: 00001 User: ndsdh-102

Transfer Cancel

14. Click yes. Keep the packing slip for your records.

NDIIS

Do you wish to print Packing Slip?

Yes No

15. A comment box will pop-up. Enter the reason that you transferred vaccine to another provider. Be specific so that inventory changes can be tracked. Then click OK.

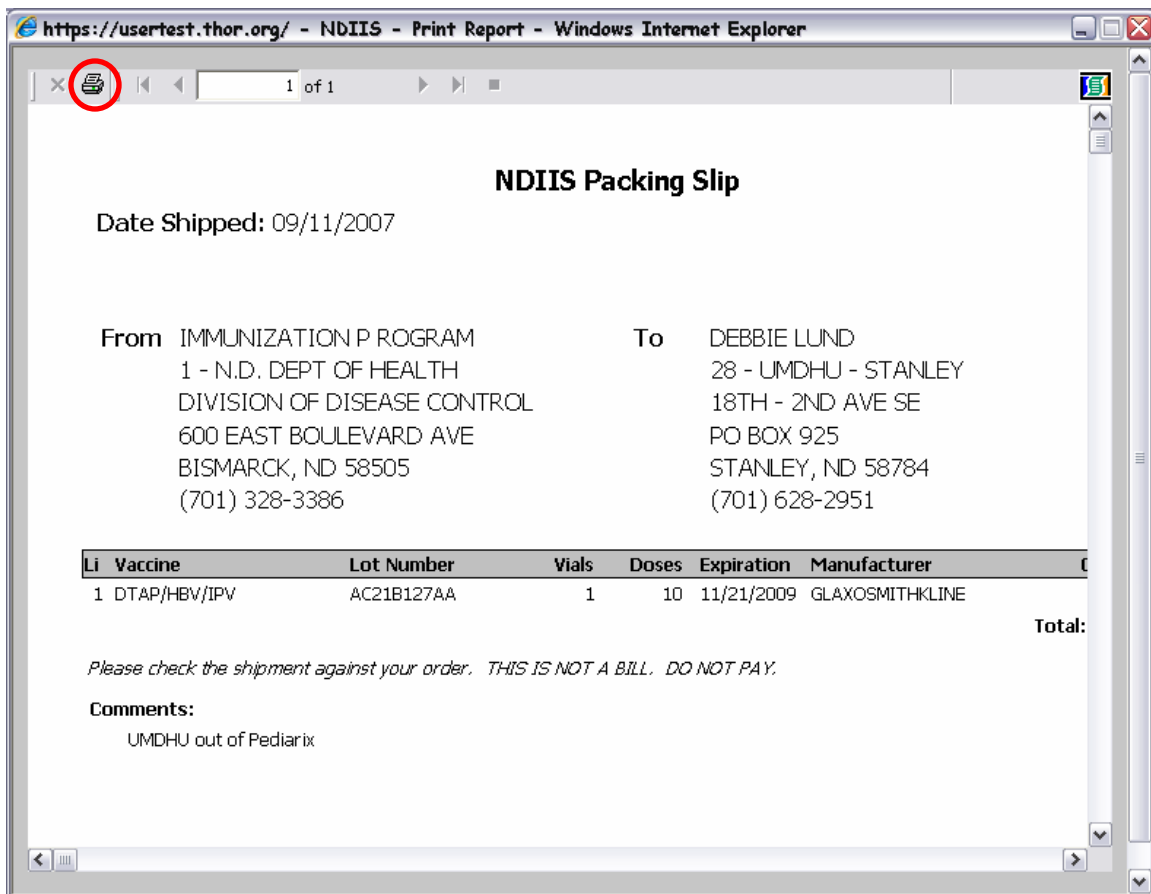
Comments

Type: TRANSFER

Transferring lot(s) due to: UMDHU out of Pediarix

OK Cancel

16. The Packing Slip will be automatically generated. Click on the printer twice to print the Packing Slip.



https://usertest.thor.org/ - NDIIS - Print Report - Windows Internet Explorer

1 of 1

NDIIS Packing Slip

Date Shipped: 09/11/2007

From IMMUNIZATION PROGRAM
1 - N.D. DEPT OF HEALTH
DIVISION OF DISEASE CONTROL
600 EAST BOULEVARD AVE
BISMARCK, ND 58505
(701) 328-3386

To DEBBIE LUND
28 - UMDHU - STANLEY
18TH - 2ND AVE SE
PO BOX 925
STANLEY, ND 58784
(701) 628-2951

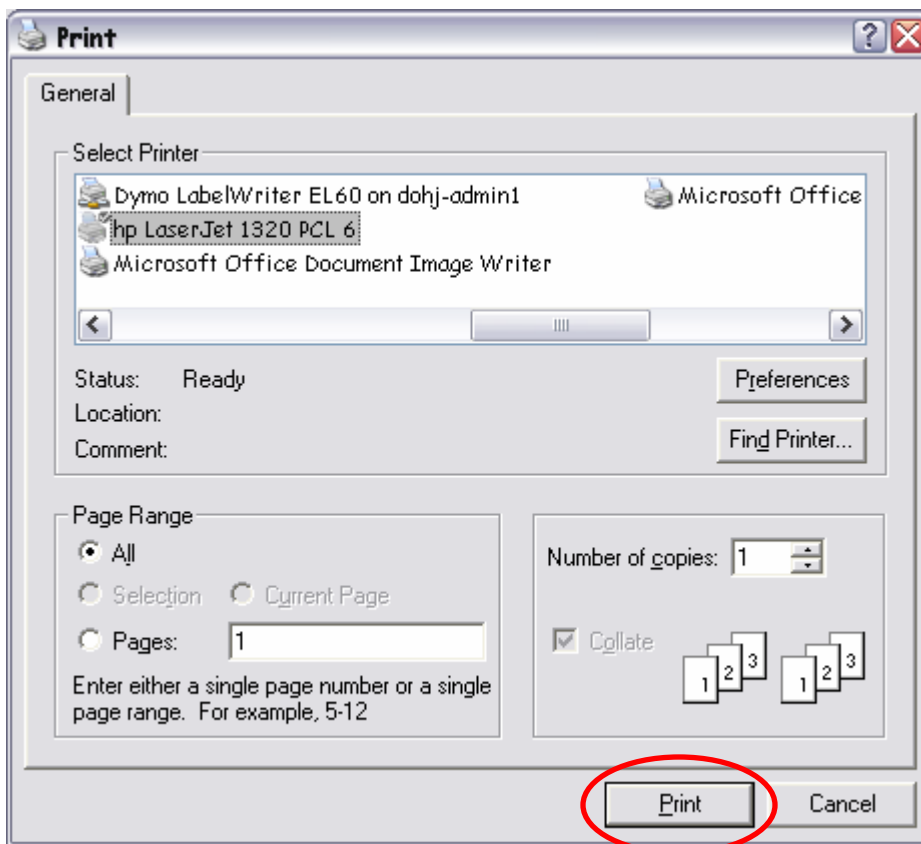
Li	Vaccine	Lot Number	Vials	Doses	Expiration	Manufacturer
1	DTAP/HBV/IPV	AC21B127AA	1	10	11/21/2009	GLAXOSMITHKLINE

Total:

Please check the shipment against your order. THIS IS NOT A BILL. DO NOT PAY.

Comments:
UMDHU out of Pediarix

17. This brings up a print message box. Click Print.



Print

General

Select Printer:

- Dymo LabelWriter EL60 on dohj-admin1
- hp LaserJet 1320 PCL 6
- Microsoft Office Document Image Writer

Status: Ready

Location:

Comment:

Page Range:

☒ All

☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

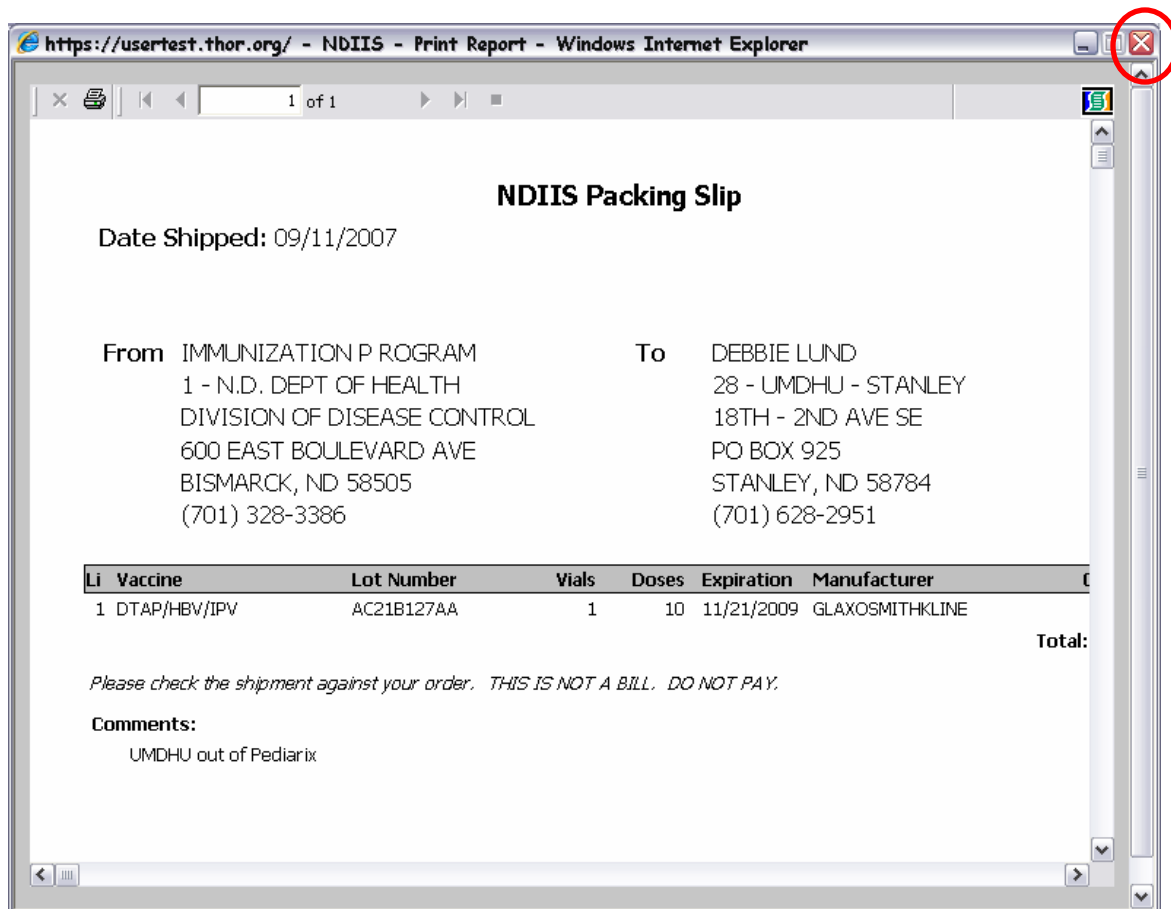
Number of copies: 1

☒ Collate

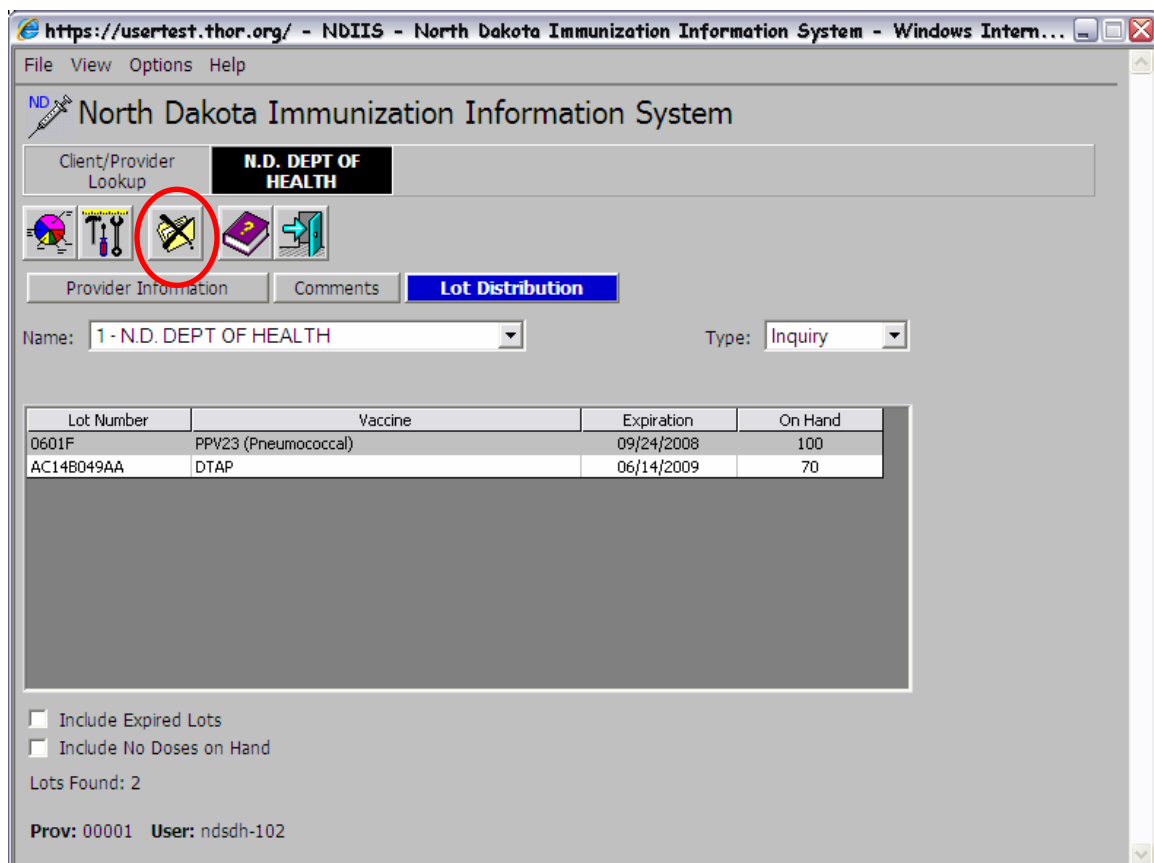
1 2 3 1 2 3

Print Cancel

18. After the packing slip has printed, click on the red X to close the packing slip.



19. Click on Close icon to exit inventory.







20. Click on Client Search to return to normal use.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

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New View Inactive

Prov: 00001 User: ndsdh-102

1 - N.D. DEPT OF HEALTH